DAILY TIME-BLOCKING FOCUS PLANNER

INTENTIONAL PROGRESS & DEEP WORK

DATE: _____ / _____ / 2026 **DAY: [M] [Tu] [W] [Th] [F] [Sa] [Su]** **HYDRATION: [1][2][3][4][5][6][7][8]** **ENERGY: [L] [M] [H]**

TODAY'S MAIN INTENTION / FOCUS: _____

TOP 3 NON-NEGOTIABLE PRIORITIES

[ ] 1. _____
Impact / Key Deliverable: _____

[ ] 2. _____
Impact / Key Deliverable: _____

[ ] 3. _____
Impact / Key Deliverable: _____

SECONDARY TO-DO & ACTION CHECKLIST

[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____

END-OF-DAY WINS, GRATITUDE & REFLECTION

1. What went well today? _____

2. Key learning / insight: _____

3. Top priority for tomorrow: _____

4. Notes & Brain Dump: _____

_____
_____
_____
_____
_____

HOURLY TIME-BLOCKING SCHEDULE (05:00 - 22:00)

05:00 AM
06:00 AM
07:00 AM
08:00 AM
09:00 AM
10:00 AM
11:00 AM
12:00 PM
01:00 PM
02:00 PM
03:00 PM
04:00 PM
05:00 PM
06:00 PM
07:00 PM
08:00 PM
09:00 PM
10:00 PM

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